



IN REPLY TO:

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

National Business Center

Denver Federal Center, Building 50

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1510 (BC-680B) P

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EMS Transmission

Instruction Memorandum No. BC-98-044

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To: All Field and Washington Office Officials
Attn: Procurement Analysts

From: Group Administrator, Property Operations and Property/Procurement Systems

Subject: FY 1999 Advanced Procurement Plan (APP) "Forecast"

DD: 8/14/98

This request is a result of Section 501 of the Business Opportunity Development Reform Act (Public Law 100-656), which requires that Federal agencies prepare a "Forecast" of expected contract opportunities for the next fiscal year that small and small disadvantaged businesses are capable of performing. The information is published by the Office of Small and Small Disadvantaged Business Utilization and made available to any small business via the Internet or by hardcopy upon request.

The development of the FY 1999 APP Forecast must demonstrate an affirmative strategy for increasing awards to minority and woman-owned businesses as discussed in IM-97-112, dated April 17, 1997. All BLM offices are responsible for achieving the Bureau's goals. Exceptions are subcontracting goals assigned to the National Business Center and the Oregon Acquisition Offices, for awards greater than \$500,000, which have subcontracting opportunities. BLM State offices and the National Interagency Fire Center are responsible for meeting the established goals for all procurements initiated in their state, including contract requirements that are sent to another buying office.

Another area of use for this "Forecast" is internal to the Bureau of Land Management (BLM). The Bureau can plan its budget and workload, as well as make use of this data for the development of acquisition strategies.

This will be the second year that our Internet-based APP will have been in production. In the first year we found that the application proved to be a useful, more efficient, tool in meeting our APP reporting requirements. Employees spent less time in the reporting process, quality went up,

information never had to be re-entered, and the edit/query capabilities made the information more timely and accurate as well as giving acquisition and program office staff and their managers the ability to plan their budget and their workloads more effectively.

Users stated that they found the system very easy to use and had suggested that only a few minor changes should be made. The number of submissions went up from an average of 320 under our old APP reporting method (e.g. GroupWise and WordPerfect tables) to over 660 using this new automated method!

We would like to continue using the Internet-based APP for meeting the above requirements. Some enhancements have been made from last year's APP. They are as follows:

- 1) "Optional" field to enter your requisition number
- 2) "Optional" field to enter the exact dollar amount for those submission less than \$100K.
- 3) Date package received by the contracting office.

All these enhancements were requested by the field to make this APP a better planning tool for the Bureau.

The FY99 Internet-based APP can be found on the Bureau's Internal Acquisition Homepage at <http://web.blm.gov/natacq>.

Please have you submissions for this FY99 APP **completed by no later than August 14, 1998**. This is the date that our Departmental submittal is due.

As this is still a relatively new system, we ask that you take notes and contact John Sherman, BC-680B, at 303 236-9441 for any recommended improvements.

Thanks for everyone's previous comments and their commitment to this new automated APP.

Signed by:
Larry Keller
Acting Group Administrator
Property Operations &
Property/Procurement Systems

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

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